

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

31-07
1
Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

8-A

Application Date: 8/10/82

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received Application No. Date Completed
AUG 12 1982 8-A OCT 29, 1982

Record Series Title: Employer Quarterly Wage Reports

Person to Contact: Joe Carter

Item number to be amended: Item 25: "Agency Recommendations" Telephone No. 656-3066

Reads as follows: Cut off calendar quarter, hold in current files two years, then transfer to records center, then destroy quarterly in center. No further administrative value after 4 years.

Amended to read: Cut off at calendar quarter, hold in current files 6 quarters, transfer quarterly to records center, retain 10 quarters in center, destroy quarterly.

Reason for change: The increase in liable accounts for unemployment insurance taxation and the automation of the tax reporting and deposit system have increased the volume of the quarterly reports. The volume is exceeding the current physical space of the Employer Accounts unit. The file will grow.

AUTHORITY:

Division Director/Designee:

Date

8/10/82

Records Management Officer (RM&C):

Date

ESA Director:

Date

8/10/82

State Auditor/Designee:

Date

10/27/82

Secretary of State/Designee:

Date

9-3-82

Attorney General/Designee:

Date

10-26-82



OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

31-07

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1. Application Date August 26, 1971		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <div style="border: 1px solid black; width: 40px; margin: auto;"></div>		Date Received SEP 8 1971		Application No. 8	
3. AGENCY, Division, Subdivision & Administering Office Address State Department of Labor Employment Security Agency, Unemployment Insurance Division, Employer Accounts Section, State Labor Building, Atlanta, Georgia 30334 Records Location: In section & 1 P'tree Storage		4. Person to Contact Peggy D. White		Date Completed SEP 17 1971	
		5. Working Title Supervisor		6. Tel. No. 3061	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates April 1968 - to date		9. EXACT SERIES TITLE Employer Wage Summary Report Files (White Copy) EMPLOYER QUARTERLY UNEMPLOYMENT TAX REPORT FILES (WHITE COPY)			
10. What function performed resulted in creation of this series <p>This section of the Unemployment Insurance Division receives, examines, batches, and maintains quarterly Wage Summary Reports. Establishes and maintains a record of report delinquency. Endorses and banks all employer remittances, indicating distribution of delinquent remittance and reapplication of return items. /Receives and prepares Forms 940-B and Schedules A for machine certification (Immediate prior year only), manually certifies delinquents and discrepant returns to Internal Revenue Service Centers. /Initiates adjustments to taxable wages and base period wage credits. /Initiates new entries and corrections from Daily Report to the employer name and address computer tape and establishes penalty and interest dates in the machine record. GENERAL FILES UNIT: Establishes and maintains employer liability files by Acct. No. & alphabetic cross reference file - name to Acct. No.</p>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any <p>File consists of Form No. E.S.A.-4, "Wage Summary Report." A report is filed quarterly by separate employers throughout the state. Reports are grouped into batches of 50 sheets and these constitute the tax batches. Batches are filed in numerical order.</p> <p><i>M/R: Mr. BILL Perryman, Dept of Labor, ask this standard be dropped from the next published schedule. files previously created will continue to be processed under these provisions. 4-23-74 J. T. Ives St. Dir. See schedule and letter Ap. No. 7</i></p>					
12. EQUIPMENT OCCUPIED Office: 3/70 - 8/71 <small>Letter-size File Drawers</small>		No. of Drawers 57	Cu. Ft. of Records 85	White & Green ANNUAL RATE OF ACCUMULATION Copies Floor Space Occupied (Square Feet)	
Legal-size File Drawers				No. of Drawers 25 In Office(s) 294'	
				In Storage Area(s)	
				By Annual Accumulation This Year's Last Year's Preceding All Prior Years'	
				AVERAGE DAILY REFERENCES Frequent Decrease to Approx. 10 per day	
				40 30	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☐ NO
15. Is the information contained in this series ever summarized or published?
Check on statistical summaries. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling?
Secured by Federal Law. ☒ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?
Desirability of filming is being considered. ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file?
To facilitate accounting. ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds?
100% federal funding. ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS: The following requires the files to be kept four years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Section 14 of Employment Security Law as amended through March, 1968, Sub-section 54-650.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER CALENDAR QUARTER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area two month(s)/two year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold two year(s), then:

a ☒ Destroy (quarterly in Center).

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or two year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area two year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

No further administrative value after 4 years.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>J. D. Carter</i>	Recommendations prepared by <i>J. D. Carter</i>	Approved for Division Date <i>J. D. Carter</i> 1-7-71	Records Management Officer Date <i>J. D. Carter</i> 1-7-71
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>Sam Caldwell</i>	Date 9-9-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Garrett Hart</i>	Date 9-10-71
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Barry J. Carter</i>	Date 9-13-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date 9-16-71



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

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11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

File consists of Form No. E.S.A.-4, "Wage Summary Report." A report is filed quarterly by separate employers throughout the state. Reports are grouped into batches of 50 sheets and these constitute the tax batches. Batches are filed in numerical order.

12. EQUIPMENT OCCUPIED Office: 3/10 - 6/11 Letter-size File Drawers	No. of Drawers 51	Cu. Ft. of Records 65	White & Green ANNUAL RATE OF ACCUMULATION Copies	No. of Drawers 25	Cu. Ft. of Records 37.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 294	In Storage Area(s)
			By Annual Accumulation	This Year's Frequent	Last Year's Decrease
			AVERAGE DAILY REFERENCES	40	to Approx. 10 per day

QUESTIONNAIRE Please mark "x" in the proper column. If answer is "YES," please explain

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	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>[Signature]</i>	Date 9-13-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comptroller of Georgia <i>[Signature]</i>	Date 9-16-71